

TOWN OF WILTON
SELECTMEN'S MINUTES

Date: November 30, 2015
Time: 6:30 P.M.
Place: Town Office
Present: Chairman Richard E. Swanson, Selectmen William F. Condra and Kermit R. Williams.
Recording Secretary Pamela Atwood.

The meeting was called to order at 6:30 P.M. by Chairman Swanson.

Fire Chief Ray Dick was first on the agenda to present his budget. They discussed the 87 Pierce 30 engine 1. There was a discussion about the decrease in fuel prices and how to budget for that. Propane budgeting was also discussed. Chairman Swanson said that it would be prudent not to plan that it will stay right where it is now; he should look at the difference from last year to help figure the cost for next year. They agreed to an increase in heating fuel. Chairman Swanson asked about capital expenses. Ray stated that his goal is to put \$200,000 in this year. Joe Torre of the CIP Committee commented that they are trying to program major pieces of equipment out over 30 years; that is the long term goal with an attempt to have a steady plan that doesn't have peaks up and down. The Board thanked Ray.

Public comment:

There was no public comment.

Next up was Police Chief Brent Hautanen with his budget presentation. He spoke of income line items that seem to be missing some grant money that has been received.

He reviewed his building budget first and told the Board that he needs to replace the carpeting in the Police Station, it will need to be painted inside, and he needs to update his security camera system. He is still waiting for some quotes. He explained his computer support line item and training line item. Next, capital equipment was discussed. The Chief said his SUV will be due for replacement and he will have over \$100,000 in reserves when it comes due. Chairman Swanson stated that his budget looks reasonable. Selectmen Williams stated that we usually don't have capital expenditures for maintenance items, he suggest that Brent put those things in his regular budget. Chairman Swanson thanked Brent.

Next up was Ambulance Chief Gary Zirpolo to present the Ambulance budget. He stated that most of his lines are equal or down with the exception of the salary line. He is still working with his liaison Harry Dailey on that line item. The Comstar revenue will come in over budget so he has increased it for next year. They discussed the diesel fuel line item along with the building repair line item. He stated that the labor line items are the biggest part of his increase. The Selectmen were fine with his numbers.

The Sewer Commission was next for a budget review. Tom Schultz and Tom Herlihy were present. Their budget is going up 1.94%; this will allow them to run a surplus for the first time. The goal is for the Sewer users to be self-sufficient, therefore, a rate increase in 2016 will allow them to meet this goal. They spoke about the long range capital improvement plan and how they are working with a thirty-two year old system that sits on top of 100 year old stuff. They noted that the bond payment that will be paid by bond surplus in 2016 and that helps defer some of the costs. The Commissioners voted for a stipend increase for themselves in 2016. The pump station labor line item was discussed; this is an OSHA driven –

confined spaces job type. Tom Herlihy stated that Wilton's sewer bills are on par, but they are looking for some surplus for future years. They are anticipating that the 2014 Milford audit may give them some money back. Selectmen Williams said that they should have an estimate for capital improvements rather than base it on surplus. The Selectmen thanked them for attending.

The Water Commissioners were next. Frank Edelblut, Steve Elliott and Bill Condra were present. They anticipate a slight reduction; they are trying to take anticipated expenses and match to anticipated revenue and they are trying to build their capital plan. Wells and tanks are expensive items. Going forward they will continue to map their underground systems. Frank presented their revenue model. They are now doing backflow testing themselves. They are proposing an increase in water fees. The average water bill in New Hampshire is \$423 and Wilton's is \$198. They need to save \$60,000 a year for capital reserves. Frank stated that the commission needs to run like a professional organization. The hydrant rental fee will not increase in 2016. Chairman Swanson likes the sophistication of their forecasting.

Public Comment:

Joe Torre asked if the Selectmen were going to discuss the Library invoices from Ryman's. He would like to address the drainage project. Joe asked the Selectmen to relook at it. Joe has requested copies of the bids and the signed contract for project. Per the RSA they have until the close of business tomorrow to provide it to him. Joe presented additional information. We should know cost to maintain a public building. He stated that the Library trust has not been transparent. The actual project cost was \$98,000 to \$100,000 for a \$48,000 proposed project. He stated that we were sold a project with a scope of \$48,000 and now it's in the range of \$100,000. Selectmen Williams said they had an explanation. They felt it was most expedient to fix these problems right away. Selectmen Williams' complaint is that they should have come to the Board of Selectmen when they recognized things were going to cost more. He supports it because it is a Town building; a jewel of the Town and the responsibility of the Town to maintain it. He also stated that he believes it was well managed. Audience members commented on lack of readily available documentation, the length of the project, the possibility of the overage being covered by the Library's trust funds, and that the Selectmen should have been made aware of the status of the project. Chairman Swanson stated that the Selectmen should invite the Library people back to discuss the item further. It will be on the agenda next week. Fire Chief Ray Dick spoke about his contract for the new Fire Station and how it worked. They had a Selectman on the committee and they met every week. Chairman Swanson agreed that it was a flaw that they found out about it after the fact. It was agreed that it worked well when a Selectman was involved. Chairman Swanson said that it would have been worth finding the time.

Discussion items:

Process for interviewing local businesses:

Last week they divided up businesses for the Selectmen to interview. Chairman Swanson did his first interview with Hilltop Café. He asked them what was working and what was not; He talked about the SWOT; and he asked what some of the issues were regarding the Town. He spoke of their answers. Selectmen Condra stated that the process for a new business in Town was willy-nilly and it took them a long time to come to grips with business codes. Selectmen Williams said there is no one in Town to give the information in one fell swoop, a Planner for example. There is a fault in our process; we need someone to provide that information. They noted that the Town of Milford makes it easy to open a business, they have a full time staff to help with the process.

Personnel policy:

There was a discussion about Library employees who work 30 hours are offered medical insurance, whereas a Town employee must work 40 hours to qualify for health benefits. There is a Town employee with a scheduled 25 hour per week position who is consistently working 30+ hours per week. Being in the Budget process now, the Selectmen felt they didn't want to wait another year without reevaluating this position. The Selectmen asked Administrative Assistant Pam Atwood to find out what the law is concerning the Affordable Care Act. The Selectmen will reconsider the personnel policy when they get this answer.


Next there was a discussion about pro-rating vacation time with hours worked. Selectmen Condra said in Nashua it is called Earned Time Off. All the Board members agreed to this approach and asked Pam to find out if our payroll system can handle it. There was further discussion about hours being worked over a job's scheduled amount of hours. Chairman Swanson stated that people are consistently working overtime which can make them have expectations that their job will include overtime. He feels that the Board needs to be fiscally responsible.

Short Term Disability for salaried employees: No change in policy. No decisions made.

Selectman Williams discussed having a Capital Improvement Plan for the Town Hall building. He asked if Pam could put together a list of projects. Pam stated that she would like input from John Shepardson, Jane Farrell, and Steve Elliott. A meeting would be scheduled for this group.

A motion was made to adjourn the meeting at 10:04 P.M. by Selectmen Condra, seconded by Selectman Williams, followed by a vote with all in favor

Respectfully submitted;



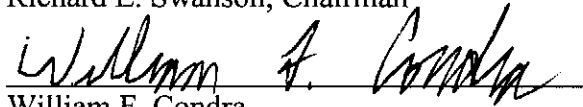
Pamela L. Atwood,
Recording Secretary



Richard E. Swanson, Chairman



Kermit R. Williams



William F. Condra

12-14-15

Date Signed